

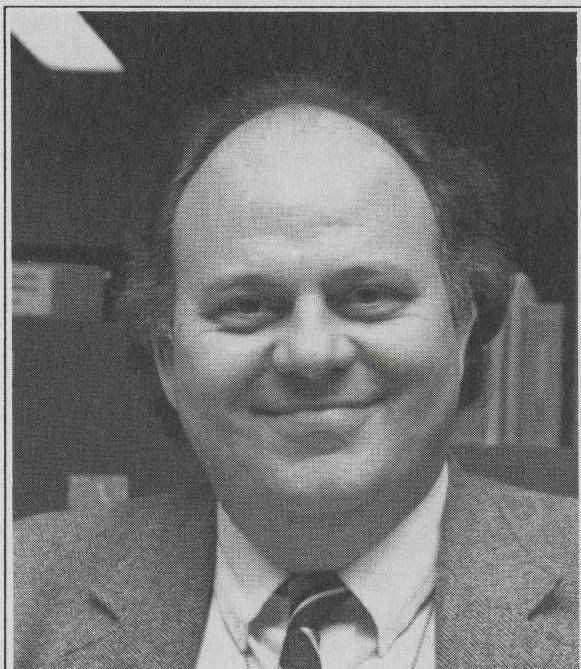
MID- ATLANTIC ARCHIVIST

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Summer 1991

G. David Anderson Assumes *m-a-a* Editorship



G. David Anderson

Effective with the Fall 1991 issue, Ronald Becker will step down as editor of the *Mid-Atlantic Archivist* after an eight-and-a-half year tenure, and is pleased to announce that G. David Anderson will take over that position. Since 1987, David has served as University Archivist for George Washington University. Previously, he was University Archivist at Colgate University. He has been an active member of MARAC for six years and has served as the DC Representative to the Steering Committee and on other MARAC committees and task forces.

Please send future articles, inquiries and most importantly, offers of assistance, to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, FAX (202) 994-1340, Electronic Mail: CC1821A@GWUVM.

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FALL 1991 MEETING TO BE HELD IN ROANOKE, VIRGINIA

NOVEMBER 7-9

Roanoke, Virginia, will be the site of the Fall 1991 MARAC meeting from November 7 through 9. The beauty of the surrounding mountains makes Roanoke a particularly attractive setting for an autumn meeting.

The Roanoke Valley was first settled in the 1740s. The town of Big Lick was incorporated in 1874. With the coming of the railroads in the 1880s, Big Lick was renamed Roanoke. It became the headquarters for Norfolk and Western in 1882. The city still retains the historic character and charm of a railroad town to this day.

Nestled between the Blue Ridge and Allegheny Mountains, Roanoke provides a blend of urban and rural environments. Attractions in the downtown area include Center in the Square which contains the Museum of Fine Arts, the Science Museum and Planetarium, the Historical Society and Museum, and Mill Mountain Theatre. The Center

is right next door to Roanoke's historic Farmer's Market, which contains stands selling flowers, plants, and produce, as well as unique shops, boutiques, country stores, bookstores, card shops, and a coffee shop. There are numerous points of interest within a short driving distance of Roanoke as well, including Natural Bridge (one of the seven natural wonders of the world), Dixie Caverns, historic Mabry Mill, the Chateau Morrisette Winery, and Jefferson National Forest. Many of these sights and others can be seen by taking a leisurely drive down the Blue Ridge Parkway, just minutes from Roanoke.

The Roanoke Marriott will serve as the conference hotel. The Marriott is conveniently located near the Roanoke Airport and just off Interstate 81. Downtown Roanoke is only five minutes away. Virginia's largest shopping mall is just two minutes away. The hotel has two fine restaurants, bar, lounge, indoor

pool, fitness center, sauna, and whirlpool. There is free parking at the hotel. Room rates will be \$70.00 per night for single, double, triple, or quadruple occupancy.

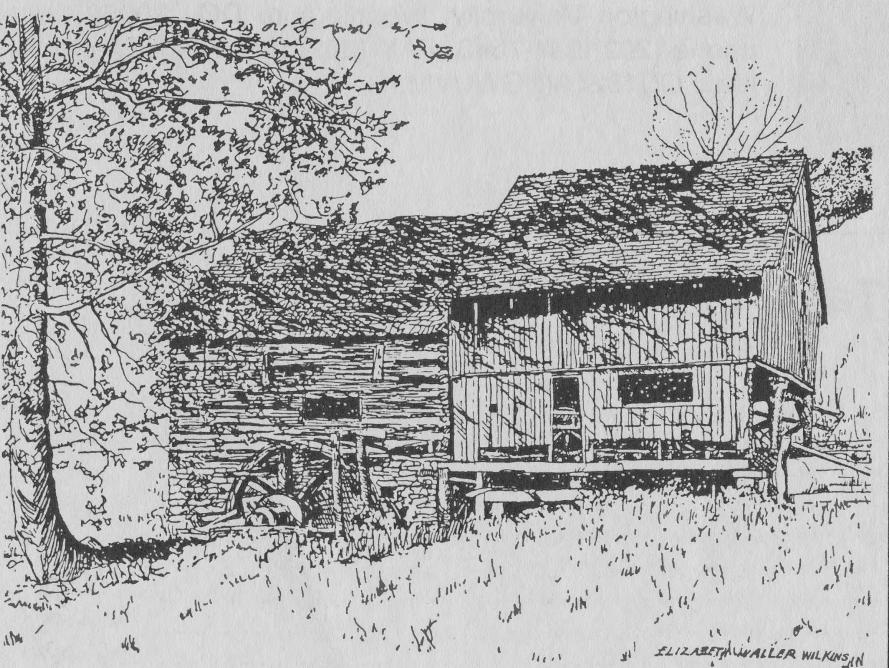
On Thursday, the Local Arrangements Committee plans to offer a combined tour of Hollins and Roanoke Colleges and a tour of Virginia Tech in Blacksburg. The Virginia Tech tour will include a visit to the Special Collections Department of the University Libraries and a presentation on the Norfolk and Western Railway Archives.

The Virginia Transportation Museum will be the site of Friday night's reception. Since Roanoke is a railroad town, the Museum concentrates on the history of locomotives. You will be able to examine classic steam, electric and diesel locomotives, climb aboard a caboose, and stroll through a railway post office. However, the Museum does contain more than railroad history. Exhibits also include early automobiles, fire engines, carriages and even rockets.

The theme of the conference will be "Business, Industry, and Labor Archives." The Program Committee has arranged many interesting sessions on this theme while attempting to provide a balanced program with sessions on traditional subjects (appraisal, description, etc.) and sessions addressing different kinds of repositories (universities, government, museums, records management, historical societies, etc.).

Examples of some sessions planned for the meeting include:

"Selling the American Dream: Using Advertising Collections." This session will explore the ways that scholars might use the collections of advertising firms to study American Culture. Participants include Faith Ruffins, Archivist, National



Old McDonald Mill

FALL 1991 MEETING (continued)

Museum of American History, Smithsonian Institution, and Ellen Gartrell, Advertising History Specialist, Special Collections Department, Duke University.

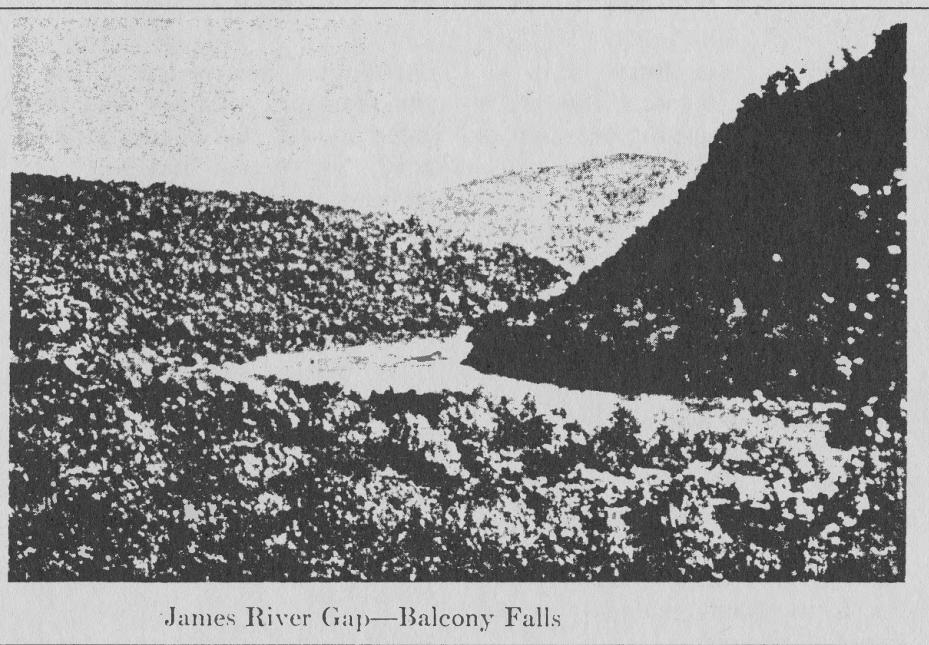
"Industrial Archaeology and its Relationship to Archival Collections." This session will examine how industrial archaeologists use archival materials and the impact of the field of industrial archaeology on repositories. Participants include Mike Workman, Doctoral Fellow, Institute for the History of Technology and Industrial Archaeology, West Virginia University, and Larry Sypolt, History Department, West Virginia University.

"Business Records: Reflections in Different Mirrors." A session to explore how business records are collected from two different perspectives – by business institutions for internal use and by outside institutions for public education and scholarly use. Participants will include Patrick Nolan, Center for the History of Business, Technology, and Science, Hagley Museum and Library, and Harry Keiner, CIGNA Archives.

"Software for Records Management." Presentations will be given by users of various records management software packages, followed by vendor demonstrations.

There will also be sessions on photographic collections, document theft, sources on African-American workers, conservation, and the coal industry, among others. Three workshops will be offered on Thursday. One workshop will concern building or renovating archival facilities. The other two will deal with oral history and security.

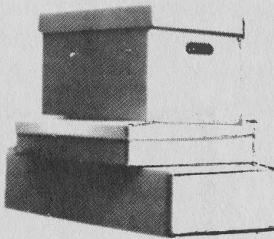
Emory L. Kemp, director of the Institute for History of Technology and Industrial Archaeology at West Virginia University, will be the plenary speaker. His topic will be



James River Gap—Balcony Falls

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cooperation between archivists and industrial historians and archaeologists.

The program and the site of the Fall conference promise to have something for everyone. Please mark your calendar for a trip to

Roanoke in early November. For more information, contact: John Straw, Virginia Tech, University Libraries, Special Collection Department, P.O. Box 90001, Blacksburg, VA, 24062-90001; Telephone - 703-231-9214. *—John Straw*

From The Chair . . .

The Nineties: A Time for Caution; A Time for Hope and Building

Taking on the leadership of MARAC at the outset of the 1990s is at once an alarming prospect, a daunting challenge, and a welcome opportunity. At a time when every state in the Conference faces a withering fiscal crisis—indeed, when almost every archival institution in our region faces major cuts in funding, staff, and services, or even outright extinction—a number of friends and colleagues asked me why I even considered standing for election. I came to wonder the same thing between the time last year when I was asked to run and this spring when the ballots went out, as my state's budget news slid from bad to worse.

I came to wonder how I and a thousand other members of MARAC could afford the time and expense it takes to be active participants in conference affairs—to attend all committee meetings, bear the cost of travel, and take so much time away from our professional duties and personal lives—at a time when our own states and institutions are under unprecedented fiscal pressure, and our very livelihood as archivists is increasingly threatened. Isn't activity in a professional association such as MARAC a much lower priority than maintaining basic operations at the home front—lower still, than survival?

I worried, frankly, how the Conference could hope to sustain—let alone improve—the rate of growth in membership and the financial security it has experienced during the past few years. Income from a series of successful, profitable meetings has given us for the first time a reserve fund equal to an entire year's budget. Our membership total has passed the 1,000 mark by a significant margin, hopefully never to recede. But as our institutional travel and training budgets

shrink or evaporate, how—I wondered—can even the most dedicated and talented of our members attend semiannual meetings and participate in committee work?

In fact, the trials of these dark times bring into sharper focus MARAC's key functions as a needed forum for the exchange of ideas, and an engine to promote better training and instruction for our loyal members—and for the hundreds, if not thousands of persons in the region who discharge archival duties without carrying traditional job titles or academic credentials.

MARAC is not alone in facing these trials; our regional cousins and the national organization are confronted with the same uncertainties—the same challenges born of economic contraction. ***But we are in a better position than the others to meet the challenges.*** As membership fees, meeting registration charges, and long-distance travel expenses soar elsewhere, MARAC's relative

position improves.

In the 1990s our region stands to become the low-cost alternative among archival professional organizations. Even as we have grown in the decade of the Eighties, our Steering Committee, program planners, meetings coordinators, and workshop organizers have kept in mind our regional focus and mission. Our administrative budget is lean, the per capita expense of operating the Conference is low, and so we have avoided pricing our programs out of the affordable range for members from small institutions.

Adversity for some represents opportunity for others. We go into the new decade with the chance to build on MARAC's impressive record: to offer to our members, and just as importantly, to potential members, a program of affordable educational opportunities and outreach that will strengthen the Conference and increase our numbers. I am confident in our prospects for success.

—Karl Niederer



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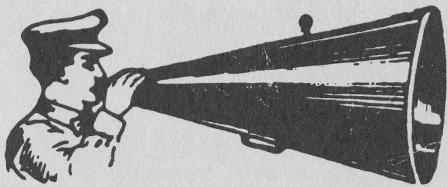
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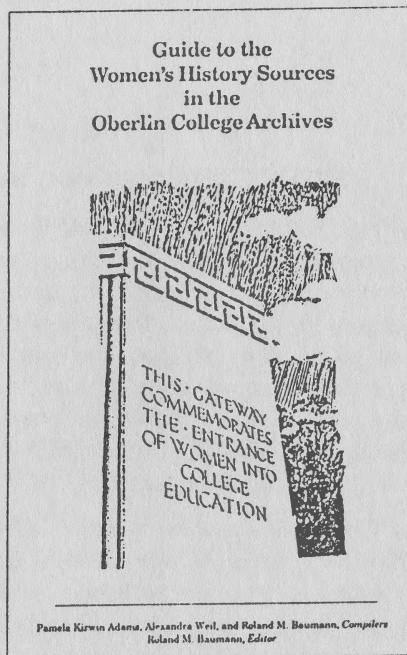
*MYLAR is a TRADE NAME OF DUPONT

NEWS NOTES



APPRAISAL INSTITUTE

The School of Library and Information Science at the University of Pittsburgh will hold an Institute on Archival Appraisal, August 5-9, 1991. The Institute will provide a review of the basic principles of archival appraisal, focus on specific techniques such as collection policy, institutional collection analysis, and documentation strategy, and consider the implications of electronic records for archival appraisal methods. The cost is \$250 for the fall program. For further information, contact Dr. Mary K. Biagini, 505 LIS Building, University of Pittsburgh, Pittsburgh, PA 15260 or phone Joyce Mitchell at (412) 624-9460.



AFRO-AMERICAN SOURCES IN VIRGINIA

A Guide to Manuscripts

Michael Plunkett

University Press of Virginia
Charlottesville and London

MARAC PROUDLY PRESENTS THE WINNERS OF THE 1990 FINDING AIDS AWARDS

Roland M. Baumann. *Guide to the Women's History Sources in the Oberlin College Archives*.

Michael F. Plunkett. *Afro-American Sources in Virginia; A Guide to Manuscripts*.

The Finding Aids Awards Committee invites submissions for this year's awards to be presented at the spring 1992 meeting in Pittsburgh. Any recent finding aid prepared at a repository in the MARAC region or prepared by any member of MARAC is eligible. Please submit two copies of the finding aid to Connie Cartledge, Manuscripts Division, Library of Congress, Washington, D.C. 20540.

THE ARLINE CUSTER MEMORIAL AWARD CALL FOR SUBMISSIONS / GUIDELINES FOR SUBMISSION

This dual-category award honors the memory of Arline Custer, MARAC member and editor of the National Union Catalog of Manuscript Collections. The Custer Committee will announce the 1991 prize winners during the MARAC fall meeting. The prizes, each of which has a monetary value of \$100, honor publishing achievements by either individuals or institutions from states in the MARAC region. MARAC membership is not a prerequisite for consideration.

The two categories for submissions are:

- 1) Articles and Monographs;
- 2) Handbooks, Reports, Manuals and Guidebooks

Multiple submissions in either or both categories by individuals or institutions are welcome. The publication must have appeared between July 1, 1990, and June 30, 1991. Archival finding aids will not be considered for either category and should instead be sent to the Finding Aids Award Committee. The Custer Committee is particularly interested in receiving for consideration published writings that appeal not only to the archival community, but to the general public as well. The Custer Committee will consider scholarship, relevancy, innovativeness, quality of writing and presentation and layout as criteria in judging submissions.

Please send at least one copy of each submission to: Rod Ross, Custer Committee Chair, National Archives (NNLR), Washington, D.C. 20408

Submissions must be received by August 15. If you have any questions, contact Rod at 202-501-5350.

State & Local News

D.C.

National Commission Deposits Papers in the American University Library

The working papers of the National Commission on the Public Service have been deposited in The American University Library. The Commission, known as the Volcker Commission after its chair, former Federal Reserve chairman Paul A. Volcker, was created in 1987 to recommend ways of improving the quality of federal civil servants.

The private, non-profit commission consisted of prominent public figures. During its two-year existence, the commission studied ways to improve the quality of the federal bureaucracy and the public's perception of it. Among the commission's recommendations in its final report released March 29, 1989, were increased pay for federal workers, a reduction in the number of political appointees and a scholarship program for college students who commit to public service for a specified time after graduation.

The documents donated by the commission include correspondence, studies, research reports, statistical compilations, meeting records, memoranda, staff working papers, draft findings and recommendations. "We are pleased to be able to house these papers, as they will be used by faculty, graduate students and other researchers to study numerous aspects of American governmental operations. Besides their content, the papers themselves offer insight into the workings of a national study commission."

Amounting to some thirty cubic feet of documents, the collection will be housed in The American University Library, Archives and Special

NHPRC Fellowships in Archival Administration

For the 1992-93 year, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration, one at a college and university archives or special collections unit, the other at a state archives. The two positions will focus on active, hands-on experience in administration and management. The Commission is now accepting applications from state archives and college and university archives and special collections units interested in serving as host institutions. The application receipt deadline is September 1, 1991. The program is funded jointly by the Commission and The Andrew W. Mellon Foundation.

The Commission views the fellowship program, now in its sixth year, as an opportunity for professional archivists with two to five years' work experience to gain new or additional experience with administrative procedures and problems. Institutions interested in applying to serve as one of the two host institutions should be able to expose the fellow to a wide variety of archival administrative experiences during the nine to twelve months that the fellow will be working with the host's archival staff. For the 1991-92 fellowship, the host institutions are the Delaware State Archives, the Oregon State Archives, and the University of California, Los Angeles, Film and Television Archive.

The fellow's stipend is \$35,000, with a benefit payment of \$7,000. Host institutions also are given \$500 to interview prospective applicants.

The two host institutions will be chosen by December 1, 1991. At that time, application forms for prospective *individual* fellows will be made available. Individual applications are due March 1, 1992. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowships will begin in the late summer or early fall of 1992.

The Commission strongly encourages any interested state archives or college and university archives or special collections unit to contact the Commission to discuss their application. Commission staff will work with prospective applicants to assure that their applications include the range of administrative opportunities desired by the Commission. Prospective institutions should request guidelines and application forms from the NHPRC-NPR, National Archives Building, Washington, DC 20408. **Host applications must be received no later than September 1, 1991.** For further information, contact Laurie A. Baty of the Commission staff at (202) 501-5610.

★★★

Computers in Public Reference

On April 24, 1991, the DC and Maryland Caucuses met jointly at George Washington University. The topic was: "The Ups and Downs of Computers in Public Reference and Collections Management." Patricia Melville from the Maryland Caucus and Melissa Keiser of the DC Caucus were the featured speakers

Collections Department and will be accessible to scholars through an index prepared by the commission itself.

For further information please contact American University Library, 4400 Massachusetts Avenue, N.W., Washington, DC 20016-8079.

State & Local News (continued)

New York

The State Archives and Records Administration, State Education Department has announced funding for 28 projects as part of its Documentary Heritage Program. The Documentary Heritage Program funds projects throughout the State that identify, preserve and make available historical records on a variety of subjects.

The projects funded by the Documentary Heritage Program for 1990-91 are as follows:

State University of New York at Albany, to survey records pertaining to Black history in the Capital District and to develop plans for their preservation.

Northside Center for Child Development, Inc., New York City, to hire a consultant to advise the Center on the identification and care of the Center's archival records.

Long Island Library Resources Council, Stony Brook, to hire an archivist to arrange and describe selected collections at Suffolk County Historical Society, Greenlawn-Centerport Historical Association, Oyster Ponds Historical Society, and the Museums at Stony Brook.

Tamiment/Wagner Archives, New York University, to arrange and describe posters and placards dealing with labor, ecology, civil rights, women's rights, and other topics.

Emma Willard School, Troy, to prepare a guide to selected records in the Emma Willard School Archives.

Orange County Historical Society, Goshen, to arrange and describe selected Society holdings pertaining to the history of Orange County and to plan for future arrangement and description work.

Canisius College/Western New York Heritage Institute in concert with the Lower Lakes Marine Historical Society and the Buffalo and Erie County Historical Society, Buffalo, to arrange and describe photographs documenting the marine, industrial, and commercial history of Buffalo.

Huntington Memorial Library, Oneonta, for a consultant to advise the Library on development of a plan for arrangement and description of its historical records holdings.

New York Public Library Dance Collection, to arrange and describe the papers of dance historian and documentary film maker Mura Dehn.

Delaware County Historical Society, Delhi, to arrange and describe photographs in the Society's collection pertaining to the history of Delaware County.

SUNY Health Science Center at Brooklyn, to arrange and describe records pertaining to the history of medicine in Kings County from 1870 to 1920.

LaGuardia Archives/LaGuardia Community College, to print, distribute, and guide teachers in the use of a teaching packet entitled "Discovering America: Robert F. Wagner and His Family's Immigrant Journey."

D.C.

The Archives of the American Psychiatric Association is looking for information about holdings related to its history that are held in other archival repositories. The goal is to create a location guide to this information to aid researchers in their work. Please contact William E. Baxter, Director, APA Library and Archives, 1400 K Street, NW, Washington, DC 20005, if you have any information. (Note: the APA was formerly the Association of Medical Superintendents of American Institutions for the Insane, 1844-1891, and from 1891-1921, The American Medico-Psychological Association. The present name was adopted in 1921.)

★★★

The DC Library Association Genealogy, Local History and Folklore Group and the National Theatre Archive co-sponsored a lecture by Alice Birney, on the creation of a preliminary inventory for the Joshua Logan Papers at the Library of Congress, June 11, 1991, in the Helen Hayes Gallery of the National Theatre.

New York

The **Judge William Cooper Papers** are now available for scholarly research at the Hartwick College Archives, Oneonta, New York. These Papers were donated to the Archives in June of 1990 as stipulated in the will of Dr. Paul Fennimore Cooper, Jr.

William Cooper (1754-1809), the founder of Cooperstown, New York and the father of James Fennimore Cooper, was the first judge of Otsego County and a leading political arbiter of upstate New York during the 1790s. He was twice elected to Congress as a Federalist. As a major land developer for the region, he not only bought and sold property for himself but was a land agent for numerous other large patentees. (Continued on p. 8)

(Continued on p. 8)

State & Local News

New York (continued)

This collection, containing over 5,000 documents, includes William Cooper's business papers, 1712-1809; his correspondence, 1704-1809; over 170 maps and land surveys, c. 1755-1816; business and estate papers of William Cooper's heirs, 1809-1891; and the business papers and correspondence of his sons, Isaac, William, and Richard, 1801-1869.

Inventories for the majority of the collection are available for use in the Archives. For further information please contact Archives, Stevens-German Library, Hartwick College, Oneonta, New York 13820 or phone 607-431-4450.

★★★

The Archivist Roundtable will celebrate New York Archives Week from October 13-19, 1991 with a series of events which are currently in the planning stage. One of the main events will be an exhibition on the New York City home front for the 50th anniversary of World War II. The exhibit will be in the Courtyard Gallery at the World Financial Center and will run for the entire month of October.

The themes of the exhibit are At Home, On the Job, On the Town. Within these categories we want to illustrate the draft and soldiers and families leaving; civil defense including air raids and blackouts; rationing; scrap drives; censorship and communication; the entertainment industry for both servicemen and civilians; USO; radio; war bond drives; and the changing workforce.

State Archive Funding (continued from p. 7)

CITY LORE/New York Center for Urban Folk Culture, to support production of a slide presentation based on photographs of urban culture in New York City, and to make the photographs available for research.

Sloatsburg Public Library, Sloatsburg, to hire a consultant to prepare a comprehensive plan for the library's program for collecting, managing, and making available historical records.

New York Folklore Society, Newfield, for a project to survey and develop plans for the coordinated collection, maintenance, and availability of photographs, tape recordings, and other materials produced through folklore projects.

DePaul Provincial House, Albany, for a consultant to evaluate holdings and develop recommendations for descriptive practices.

Museums at Stony Brook, for a consultant to assess current descriptive practices and make recommendations for a descriptive program for the Museum's historical records holdings.

Cheektowaga Public Library, Cheektowaga, for arrangement and description of holdings pertaining to Cheektowaga and Western New York and the work of the Reinsteins Family.

Capital District Council for the Social Studies, in conjunction with the New York State Council for the Social Studies and the New York State Historical Association, for a summer institute to train teachers in the educational use of historical records.

Albany Institute of History and Art, for a cooperative project to plan for the systematic documentation of the Capital District and to develop a plan for collecting arts-related materials in this region.

New York Botanical Garden, New York City, to support automated description of the Botanical Garden's archival records.

Historical Society of Rockland County, New City, for a consultant to assist the Society in developing a plan for its historical records program.

Research Foundation of SUNY, on behalf of SUNY Brockport and Monroe County Historian's Office, Brockport, to survey and develop a plan for the systematic collection of historical records relating to the history of Blacks in Monroe County.

Fordham University, Bronx, to arrange and describe records relating to the Xavier Institute of Industrial Relations and its leaders.

Cornell University, Ithaca, NY, for a project to arrange and describe several key collections.

Roberson Center for Arts and Sciences, Binghamton, for consultation on development of the Center's historical records program, including arrangement and description of its holdings to make them available for research.

Centro De Estudios Puertorriquenos (Center for Puerto Rican Studies), New York City, for survey and identification of records documenting the experiences of Puerto Rican Americans in New York.

New York Public Library, for arranging and describing materials in The Billy Rose Theater Collection.

For more information, please contact Bruce W. Dearstyne or Kathleen D. Roe, New York State Archives and Records Administration, 10A46 Cultural Education Center, Albany, NY 12230, phone 518-473-8037.

STATE COURT'S 300TH YEAR

This year New Yorkers are commemorating the 300th anniversary of the New York Supreme Court, an institution that has influenced and defined the law in both New York and the nation. A publication and three exhibits from the New York State Archives form an integral part of the celebration.

Duely & Constantly Kept, a joint publication of the State Archives and the New York Court of Appeals, is a history of the New York Supreme Court and a guide to the court's records at the State Archives. The book draws its name from the 1691 act of the Assembly of New York Colony that established the Supreme Court of Judicature to be "duely and constantly kept."

Three exhibits of documents from the State Archives help explain New York's legal history to citizens and increase their appreciation of their court system. "Women and the Law in New York" was the first exhibit from the State Archives that opened in February in Albany. Twenty-four historic documents and photographs from the State Archives traced the development of women's legal rights in the State from colonial days to the present. Among the documents on exhibit was a women's suffrage petition bearing Susan B. Anthony's signature and an early divorce decree.

"Crucial Decisions" opened at the New York Court of Appeals in Albany on Law Day, May 1. This exhibit draws upon those documents at the State Archives that show New York courts resolving major legal questions, often with national implications.

Some of the State Archives' most important documents traveled to The New York Historical Society for "Justice Rendered: The Courts of New York Colony and State, 1691-1991." The exhibit, which opened May 6, displays about forty historic documents and art work including the Duke of York's Laws of 1665, an early document that helped lay the foundations of New York's judicial system in the seventeenth century; an order for the arrest of John Peter Zenger, a courageous printer who dared publish criticisms of the royal governor; and New York's 1777 constitution that established the revolutionary government of the State.

LaGuardia Community College Acquires The Wagner Family Papers

The voluminous collection contains the private and public papers, speeches, oral history transcripts, and personal memorabilia of three generations of Wagners – Senator Robert F. Wagner, three-term Mayor, Robert F. Wagner, and Robert F. Wagner, Jr., who was deputy mayor in the Koch administration and the former president of the New York City Board of Education.

In addition, the New York City Council has approved a grant to cover the costs of preserving the collection and developing various programs in which its contents will be used.

For further information, please contact the Archives at LaGuardia Community College/CUNY, 31-10 Thomson Avenue, Long Island City, NY 11101 or phone (718) 482-5065.

New Schomburg Center Complex

The Schomburg Center for Research in Black Culture celebrated 65 years of service with the Grand Opening of its expanded complex during the period April 5 to 14, 1991. Nestled in the heart of New York City's Harlem, the historic "black capital", the Schomburg Center is a national symbol of the struggles, achievements and aspirations of black people.

This research unit of The New York Public Library currently serves a national and international constituency with holdings of more than 5,000,000 items documenting black life throughout the world. The user friendly environment created by the new Schomburg Center Complex will increase the Center's space for research services and public programs by 50 percent.

Two Special Collection divisions—Art and Artifacts, and Moving Image and Recorded Sound—will move to newly renovated quarters in the landmark building on West 135th Street where the Center began in the mid-1920s. The building will also house the refurbished American Negro Theatre, a new exhibition hall and a gift shop. The Photograph and Prints Division and the 360-seat Langston Hughes Auditorium will occupy the new building which links the Center's current facility to the landmark building. The Manuscripts, Archives and Rare Books and General Research and Reference Divisions will remain in their current locations. Rounding out the complex is the Countee Cullen Regional Branch Library, adjacent to the Center on West 136th Street. For further information, please contact the Schomburg Center, 515 Malcolm X Boulevard, NY, NY 10037-1801.

PENNSYLVANIA

The exhibition "How Can I Find My Family in County Records?" opened April 27th at the Chester County Historical Society, West Chester, PA. The exhibit shows the types of county government records that can be used in genealogical research. Records in the exhibition are from the Chester County Archives and include the following: vital records, probate, orphans' court, deeds, taxes and tax discounts, poorhouse admissions, naturalizations, tavern petitions, records related to military service, and court records, both criminal and civil. The show was curated by Laurie A. Rofini, Archivist and Barbara L. Weir, Assistant Archivist. "How Can I Find My Family in County Records?" closes November 9, 1991. For more information, please call the Chester County Archives (215) 344-6760 or the Chester County History Society (215) 692-4800.

★★★

Family Heritage Day 1991

The Pennsylvania Historical and Museum Commission's (PHMC) 1991 Family Heritage Day was held on Saturday, May 25, at the Commission's Pennsylvania Anthracite Heritage Museum in Scranton. Over 250 visitors attended the event. The program featured Dr. John Colletta, a nationally known expert on nineteenth and twentieth century immigrants, who served as one of the instructors at an all-day genealogy workshop. Staff members of the Commission's Bureau of Archives and History also offered sessions on genealogical and military sources at the Pennsylvania State Archives and the settlement of the Wyoming Valley as part of the workshop. Other activities included a demonstration of genealogy software, crafts, music, and a Civil War muster. The Archives' exhibit, *The Fragile Word*, was also on display at the Anthracite Museum during the event.

PENNSYLVANIA LOCAL GOVERNMENT NEWS NOTES

In July 1990, the Board of County Commissioners of Allegheny County established a county-wide program to control the creation, storage, retrieval and disposition of public records. The board action made the Office of Management and Productivity responsible for operating the new program, created an advisory group consisting primarily of directors from representative county departments, directed the appointment of a records coordinator from each department, and specified the responsibilities of the county records manager. Under the direction of **Thomas G. Kelley**, Administrator of the Office of Management and Productivity, and **Kenneth White**, a records management consultant hired to implement the program, the county moved immediately to revitalize the Records Center located in leased space, encourage the destruction of inactive files no longer needed to conduct business, and procure filing equipment.

In keeping with the decision to establish a records program, the Allegheny County Commissioners proclaimed September 30 - October 6, 1990, "Local Government Records Management Week". The week ended with an all-day conference on "County and Local Government Records Management and Archives" sponsored by the Committee on Pittsburgh Archaeology and History (CPAH).

★★★

Beaver County received a 1990 Achievement Award from the National Association of Counties (NACO) for the quality of its microfilm program. By reorganizing the county's microfilming operation, the Micrographics Department now services twenty-two departments and agencies at the same operating cost required to serve four agencies in previous years. The efficiency of the Department and the quality of its microfilm, realized partially through the use of innovative technologies, have been recognized by the State Archives and in technical articles appearing in *INFORM*, the magazine of the Association for Information and Image Management.

★★★

The Centre County Records Office plans a new records center to be completed in Fall 1991. It will be located in the former boiler building of the county's Willowbank Office Building. Ultimately it will have a maximum capacity of 7,400 cubic feet. **Bob Lucier**, Centre County Microfilm Specialist, will set up a records management program under the direction of **Larry Bickford**, Director of Administration Services.

UNIVERSITY OF BALTIMORE CLOSES SPECIAL COLLECTIONS

Effective July 1, 1991, the University of Baltimore will close its Special Collections Department. The University Librarian states that this action is being taken to streamline the library's budget. The Head of Special Collections, MARAC member Gerry Yeager, will be transferred to the University of Baltimore's Law Library.

Best known as the repository for BRISC (the Baltimore Regional Institutional Studies Center), the department also is home for the Steamship Historical Society and the WMAR television archives. The final disposition of the University of Baltimore collections has not been decided. MARAC President Lee Stout has written President Turner at the University expressing our concern about the future of these important collections.

Employment Opportunities

Archivist, Comptroller of the Currency

Duties and Responsibilities: The incumbent of this position develops and implements policy archives and complex information management systems for the OCC. Provides technical advice on a wide range of information programs.

Duties include: Designing and establishing a program to identify and capture the agency's critical policy records. Working with clients to determine needs, appraising records, designing program and implementing and revising as needed.

Developing and maintaining records disposition schedules and agency directives on information and records management. Determining OCC needs for documentation, developing schedules which meet these needs, and co-ordinating approval process agency-wide if necessary. Working with the National Archives to ensure schedules are procedurally and technically correct.

Identifying and initiating actions to improve the agency's management of information and records in both paper and electronic form.

Designing and implementing program to manage electronic forms. Determining user requirements; acting as liaison with OCC units; recommending agency-wide policies; and designing and supervising forms tracking system.

Providing technical advice to OCC staff in Washington and district offices on archives, records and forms management, document security, vital records, and other information resources matters.

Designing and implementing vital records program for the OCC.

Assisting with administrative functions of Library and Information Services Unit.

Qualification Requirements: B.A. degree and 3 years of professional experience or graduate education (or an equivalent combination of both). Such professional experience must have been in archival science, or in a directly related field of work that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values.

Salary: \$35,000 - \$51,300.

To apply, submit a current personal qualifications statement, SF-171 by July 8, 1991, to Comptroller of the Currency, Human Resources Staffing Services, 490 L'Enfant Plaza, Washington, DC 20219. For further information, contact Marjorie M. Gustafson at (202) 874-4722.

★★★

Archivist: permanent position commencing Spring, 1992. Recently organized Jewish Historical Society requires full-charge professional with minimum of two years experience. Computer literate. Self-starter. Supervise volunteers. MLS required, 2nd Masters in related field desirable.

Salary: Low to mid \$20,000s. Send resume and reference to Jewish Historical Society of MetroWest, 60 Glenwood Avenue, East Orange, NJ 07017 by 10/31/91.

PEOPLE

Ruth J. Simmons has been named Curator of the William Elliot Griffis Collection at Rutgers University. This distinguished collection contains Griffis' papers and other archival materials relating to Westerners in Japan from 1850 to 1930 and the Japanese who studied at Rutgers in the second half of the 19th century.

Verne W. Newton has been named Director of the Franklin D. Roosevelt Library in Hyde Park, NY. He succeeds **William R. Emerson** who retired in February after 17 years at the Library.

Richard A. Jacobs retired in February after 35 years of service at the National Archives, most recently as interim Director of the National Historical Publications and Records Commission.

Albert H. Leisinger who retired from the National Archives in 1981 after nearly 40 years of service, died in March.

William F. Baxter has been appointed Director of the American Psychiatric Association Library and Archives.

The Philadelphia Orchestra Association has appointed **JoAnne E. Barry** as archivist. She had previously served as archives assistant for Special Collections in Music and the International Piano Archives at the University of Maryland.

Amy S. Doherty has been appointed director of the University Archives and Records Management Program at Syracuse University.

Maxine Trost, formerly archivist at the Billy Rose Theatre Archives, New York Public Library, has been appointed manager of arrangement and description at the American Heritage Center.

Richard L. Lane has joined Archival Survival, Inc. as its Vice-President and General Manager.

EMPLOYMENT OPPORTUNITIES

Project Archivist

Full or part-time position.

Project Goal: To proceed with collection, organization, and processing of the archival records of an academic testing, admission, and research organization located in Newtown, Pennsylvania near Trenton, N.J.

Requirements: include a willingness to work with organization's middle management person who has been assigned to the project and the Winthrop Group consulting archivist to whom the project archivist will report; a commitment of not less than two days per week and a familiarity with archival methodology.

Qualifications: B.A. required; M.A. desirable. Academic, continuing education, or on-the-job training in archival methodology and theory. Processing experience required. Must demonstrate ability to work independently and to get along well in a complex organizational environment.

Send resume (include names, addresses, and telephone numbers of at least three references) and a sample of a *very brief* finding aid to: Linda Edgerly, Director & Consulting Archivist, Winthrop Group, Inc., 370 Central Park West, No. 506, New York, NY 10025 or phone (212) 865-6181.

★★★

Archivist

Part-time consultant for recently organized Jewish Historical Society. Site surveys, space layout and organization, support of volunteers, grants writing abilities required. Per diem rate. Immediate employment. Send resume and reference to Jewish Historical Society of MetroWest, 60 Glenwood Avenue, East Orange, NJ 07017.

Manager of the Library / Assistant Director of the Department of History (Philadelphia), Presbyterian Church (USA)

Responsibilities: Manage the library which includes a staff of 8 FTE and 2 PTE. Administer the reference, cataloging and microfilming services through appropriate staff liaisons. Coordinate library services in Philadelphia with the Department's regional office in Montreat, NC. Manager reports to the Director of the Department, and participates in departmental planning for both locations.

Qualifications: MLS with formal archival training, plus an additional graduate degree in history, preferably American Presbyterian/Reformed history. Knowledge of the structures, mission, polity, and heritage of the Presbyterian Church (USA) considered an asset. Editorial experience. At least five to seven years of increasing administrative responsibility in managing a library or archives in a university, historical society, or comparable institution.

Salary: high 30s. Interested individuals should send resume, three references, and a brief statement of management philosophy to: Frederick J. Heuser, Jr., Director, Department of History, 425 Lombard Street, Philadelphia, PA 19147 by October 1, 1991. Position available March 1992.

★★★

The National Air and Space Museum seeks a candidate for the position of Archivist in its Archives Department, Salary \$31,116 - 48,481, (GS-11/12), depending on qualifications.

The incumbent will be responsible for overseeing and managing the archival activities at the Paul E. Garber Preservation, Restoration, and Storage Facility in Suitland, MD. The incumbent will define and schedule work, including archival processing, preservation actions, and reference services and evaluate employee performance in these tasks.

Candidate must have knowledge of archival theory, principles and techniques and skill in written communications. Candidates with knowledge of U.S. history, including aerospace history, and the ability to supervise will be preferred.

Send an Application for Federal Employment (SF-171), by July 29, 1991 to: Announcement #MPA-91-3197X, Smithsonian Institution, Office of Human Resources, 955 L'Enfant Plaza, Washington, DC 20560.

★★★

PROJECT ARCHIVIST TUDOR PLACE FOUNDATION, INC.

Responsibilities: Develop archival program for manuscript collections and institutional archives of historic site. To include appraisal, arrangement, and description of 120,000+ items, and preparation of guide and other finding aids.

Qualifications: MA in American history, American studies, and/or MLS with specific archival training. Two years previous experience with manuscript collections and/or starting an archival program desirable. The position, dependent on NHPRC funding, is for 18 months, to begin September 1, 1991. **Salary:** \$24,000 per annum plus benefits. Send letter of application, resume and three references to Eleanor Preston, Curator, Tudor Place Foundation, Inc., 1605 32nd St., N.W. Washington, DC 20007.

More Employment Opportunities . . .

Project Archivist, Librarian I, Seeley G. Mudd Manuscript Library, Princeton University Libraries. One-year temporary appointment to appraise, preserve, arrange, describe and catalog holdings of Mudd Library dealing with World War II; to produce a guide to the holdings; to plan an exhibition. In consultation, will survey the holdings for processing and determine a plan; will supervise students. The Archivist and students will enter collection descriptions into the RLIN AMC database, as well as University on-line catalogs.

Graduate degree, preferably in 20th century U.S. history, and/or MLS with formal archival training at the graduate level. Familiarity with MARC AMC format, library automation, and microcomputer applications. Ability to appraise historical records. Knowledge of archival arrangement and description; understanding of conservation practices. Starting salary for L-1 rank: \$28,200 per annum. Send application (resume and names, titles, addresses and phone numbers of three references) by July 31, 1991 to: Archivist Search Committee, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, NJ 08544. AA/EOE.

★★★

REFERENCE SPECIALIST, SPECIAL COLLECTIONS

The University of Virginia Library.

Primary responsibility for the efficient delivery of reference service to researchers, including security and proper handling of materials; supervises all activities and staff of the Reading Room; responds to reference queries at the desk and by written correspondence; coordinates lectures and tours for classes and other group visits to Special Collections; delivers presentations to groups; schedules reference desk coverage; works closely with the Director and the Curators of Manuscripts and Rare Books to devise and administer policies governing use, reproduction, and preservation of materials; resolves problems at the reference desk. The Special Collections Department includes the Manuscripts Division and the Rare Books Division. The Manuscripts collections, numbering some ten million items, are concentrated in Virginia and Southeastern American historical subjects and in American literature. The Division also administers the University Archives with holdings of 2,600,000 pieces. The Rare Books collection comprises 217,000 volumes and includes the Barrett Library of American Literature, the McGregor Library of Americana, the William Faulkner Collection, the Gordon Collection of French Renaissance Literature, and numerous other subject collections.

Qualifications: MLS or an MA or PhD, preferably in American history or literature; demonstrated skills in oral and written communication. Preferred Qualifications: Coursework or experience with rare books, manuscripts or archives and knowledge of descriptive bibliography and archival techniques; experience with microcomputers and with online catalogs; public service experience in special collections or a major research library.

Benefits: General faculty status, 22 days vacation, generous sick leave, Blue Cross/Blue Shield, state and TIAA/CREF retirement plans, research leave.

Salary: \$24,000 or higher, depending on qualifications. Send letters of application, resume, and names, addresses and phone numbers of three references to Gail Oltmanns, Personnel Director, Alderman Library, University of Virginia, Charlottesville, VA 22903-2498.

Manuscript Specialist, Western Historical Manuscript Collection, State Historical Society of Missouri

Entry level position, available September 1. Primary duty is assisting with reference service, helping patrons in reading room and answering reference inquiries; arrangement and description of collections as time permits. Occasional Saturday hours.

Qualifications: BA in history or another social science; preference may be given to candidate with MA in history or another social science and archival training and/or experience. Excellent oral and written communications skills necessary.

Salary: \$15,900 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year.

Send letter of application, resume, and names, addresses and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201.

Application deadline: August 15, 1991.

REFERENCE SHELF

NEW YORK'S PRISON RECORDS DESCRIBED IN NEW GUIDE

The State Archives has just published "A Guide To Records of the Department of Correctional Services in the New York State Archives" compiled by Richard Andress. To make these records more accessible to researchers, nearly two-thirds of the records described in this new 52-page guide are inmate case files and other records containing summary information on inmates. The records, which also include administrative and operational records, date from 1797 to about 1980. Case files document, often in great detail, the background, crimes, confinements, and parole of over 80,000 men and women in New York State correctional facilities.

Copies may be obtained from the State Archives, 11D40 Cultural Education Center, Albany, NY 12230.

★★★

Maryland's Historical Records Assessment

The Maryland Historical Records Advisory Board has published *Maryland's Record Heritage: Assessing Needs and Opportunities*. This constitutes the final report of Maryland's historical records assessment and reporting project, funded by a grant from the National Historical Publications and Records Commission. To obtain a copy, contact Doug McElrath, Deputy State Coordinator, Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401 or phone (301) 974-3914.

National Archives Releases Report on Expert Systems

The National Archives has announced the release of *Expert Systems Technology and Its Implications for Archives*, a new technical report by Avra Michelson.

The report explores the potential application of expert systems technology to archival programs and processes. It alerts archivists to a technology successfully used in business, government, and the scholarly community and describes some ways in which it might be used to improve archival administration.

Copies are available from Archival Research and Evaluation Staff (NJZ), National Archives, Washington, DC 20408 or phone (202) 501-5540.

★★★

"Duely & Constantly Kept" A History of the New York Supreme Court, 1691-1847 and An Inventory of Its Records (Albany, Utica, and Geneva Offices), 1797-1847 commemorates the 300th anniversary of the Supreme Court of the State of New York and is published jointly by the New York State Court of Appeals and the New York State Archives and Records Administration. The author is Dr. James D. Folts, an Associate Archivist at the New York State Archives.

The first section of *Duely & Constantly Kept* explains the history, organization, jurisdiction, and procedure of the Supreme Court. The Court has a rich history: John Jay was Chief Justice of the Supreme Court; Alexander Hamilton, Aaron Burr, and Martin Van Buren practiced before this court; and many famous cases, like that of John Peter Zenger, were decided by this court. The second section is a records inventory, which provides information on dates, quantity, content, arrangement, and indexing of each Supreme Court record series in the New York State Archives. The appendices provide a variety of information for reference, including an extensive bibliography.

The book is available from New York State Archives and Records Administration, State Education Department, Albany, NY 1230.

★★★

Paris, Jan, *Choosing and Working With a Conservator*. Solinet, Atlanta, 1990.

This easy-to-read volume defines its parameters right away. "The focus is on factors relevant to conservation treatment of special collections materials . . ." and goes on to define significant items as items of "age, rarity, beauty, monetary value or historical or bibliographic importance."

The volume is well written and thoughtful. It gives an idea of the background and qualifications of a modern-day, contemporary professional conservator as well as the work in its various stages that one should expect from them. In this respect it is very good. It also includes some very useful lists at the end, including information sources like the National Institute for Conservation and Solinet; Conservation Training Programs like Columbia and Winterthur; Regional Conservation Centers like the Conservation Center for Art and Historic Artifacts; and a list of further readings.

Basically, this work is aimed at mid-sized libraries that have had no experience in/with conservation treatments, that have some special materials and some additional source of funding.

— Mary Boccaccio

Software News

The New York State Sourcebook Project: Using Minaret to Provide Access to State Government Records

As part of an NHPRC-funded grant project, the New York State Forum for Information Management used the Minaret software to create a database of information primarily about machine-readable records currently in the holdings of New York State government agencies. The Forum is a voluntary association of State government officials concerned about a range of information management issues. The Forum proposed a metadata project to demonstrate the advantages of a centralized shareable database providing an inventory of automated databases and selected manual records in a group of related State agencies. They selected Minaret, software employing the MARC format, which was developed and is marketed by Cactus Software.

Working with the State Archives and Records Administration's Bureau of Records Analysis and Disposition, staff created a survey sheet that contained MARC:AMC compatible data elements. The survey was distributed to all state agencies having responsibility in the functional areas of health and mental health. A database was constructed using Minaret software for the data resulting from the survey. The database is used to conduct online searches, as well as serving as the source for producing a printed publication, the *New York State Sourcebook: A Directory of Health and Mental Health Information Resources*.

The survey form includes a range of information about records systems and record series, nearly all

of which was compatible with MARC:AMC fields. These include such things as: agency name; title; media type; purpose and contents of the file; data collection methods; geographic coverage; advantage of the data; limitation of the data; restrictions; fees; and contact person. Data entry was made easier for staff who were unfamiliar with MARC:AMC by redesigning the entry screen to show English language words rather than the MARC fields. This is a very positive feature available on Minaret. Similarly, the search result screens were redesigned to reflect the terminology used in the survey rather than the exact names of the MARC:AMC fields. This feature of Minaret was useful in allowing the database to be tailored to the particular uses needed, rather than being confined to standard (and unfamiliar in this case) terminology from libraries and archives.

Minaret allows the user to set up a variety of types of searches and define the fields to be included. The Sourcebook project required a few basic searches on agency, record number, and so forth, which were all easily established and used. Boolean searching is available, and wildcards can be used. This makes the searches very flexible, but users must be knowledgeable about various boolean operators, and how to use parentheses, etc. in order to make such searches effective. Generally staff found using Minaret required a certain amount of sophistication in using databases and conducting database searches. This was one of the trade-offs resulting from the system's adaptability and flexibility.

Once the entire survey was completed and entered, the data was

(Continued on p. 16)

Preservation Microfilming



- Specializing in working with libraries and archives on their preservation microfilming needs.
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Software News (continued)

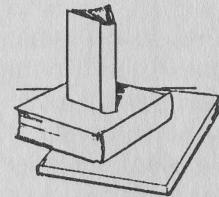
downloaded from Minaret into MicroSoft Word. It was then word-processed into camera-ready copy to produce the publication *NYS Sourcebook: A Directory of Health and Mental Health Information Resources*, which was published by the NYS Forum for Information Resource Management in August 1990. After the completion of the NHPRC-funded project, responsibility for maintaining and expanding the Sourcebook was transferred to the State Archives and Records Administration's Bureau of Records Analysis and Disposition.

The Sourcebook project demonstrated a number of important points. First, it showed the viability of using the MARC:AMC format for describing current records, particularly machine-readable records of state government. Second, it successfully adapted and used Minaret, software developed predominantly for archival bibliographic purposes. The adaptability of Minaret allowed the database to be designed for specific uses needed by the Forum. At the same time, it maintains records information in the MARC:AMC format, providing the capacity to load this information into other bibliographic systems in the future, including New York State's records management system, as well as the local shared State Library and State Archives online public access catalog, and potentially into the Research Libraries Information network (RLIN).

Individuals interested in more information about the Sourcebook project and its use of the Minaret and the MARC format should contact Jun Lei Zhang, New York State Archives and Records Administration, Room 9C71 Cultural Education Center, Albany, NY 12230.

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STEERING COMMITTEE

Wilmington, Delaware, 2 May 1991

In Attendance:

Larry Baume, Greg Bradsher, Charlotte Brown, Lauren Brown, David Carmichael, Lucious Edwards, Tom Frusciano, L. Rebecca Johnson, Janet Linde, Karl Niederer, Gerry Phillips, Betsy Pittman, Tim Pyatt, Lee Stout, Cynthia Swank, Marsha Trimble, George Tsilos, and Sarah Turner.

1. Approval of Minutes.

The minutes from the Baltimore Steering Committee meeting on January 31, 1991, were approved after having been corrected to read that Larry Baume was present at that meeting.

2. Chair's Report

Lee Stout reported on the closing of the Special Collections Department at the University of Baltimore as of July 1, 1991. Two donors are considering suing the University. Tim Pyatt added that the closing of Baltimore repositories has become endemic. Maryland Historical Society and others are hanging by a thread; the Baltimore City Archives was just renewed for a year after almost being closed. The Chair also reported that the University of Maryland Library School could be closed and/or reorganized. The closing of the doctoral program is likely. It was moved, seconded and passed that letters of protest be sent by the Chairman to these two institutions.

It was moved, seconded and passed to place a resolution recognizing Bernard Bush, retiring Executive Director of the New Jersey Historical Commission, on the agenda for the Business Meeting.

It was decided that letters would again be sent by the Chair in support of the NARA appropriations bill and in support of H.R. 1415, the State Department reauthorization bill, which includes provisions for strengthening the scholarly integrity of the *Foreign Relations of the United States* series and promoting the declassification of documents.

3. Vice-Chair's Report.

Betsy Pittman delivered this report for Jodi Koste.

Alexandria Meeting. We have received final reports on the Alexandria meeting from both Don Harrison, Program Committee, and Jim Byers, Local Arrangements. It was MARAC's most highly attended conference to date (339 registrants). Total profit was \$8,655. Don, Jim, Bruce Ambacher, and all the program and local arrangements committee members are to be commended. The Meetings Coordinating Committee will address recommendations made by the Alexandria Program and Local Arrangement Committees in their final reports.

Spring 1991 Wilmington. Max Yela, Local Arrangements Chair, indicated there were 220 people preregistered for the meeting. Charlotte Brown, Program Chair, has assigned program committee members to each session to serve as facilitators. A good meeting.

Fall 1991 Roanoke, Virginia, November 7-9, at Roanoke Marriott. Greg Kimble, Program Chair, and the Program Committee have selected a theme of Labor, Business and Technology records. The plenary speaker will be Emory Kemp. John Straw, Chair of Local Arrangements, will make a presentation on the Roanoke meeting at the Saturday Breakfast Meeting. The Local Arrangements Committee set July 15th as their printing deadline, and they plan to mail registration materials on September 3rd. Pre-registration deadline will be October 17th.

Spring 1992, Pittsburgh, PA, May 7-9. This meeting will be held at the Holiday Inn between the University of Pittsburgh and Carnegie Mellon University. This will mark MARAC's twentieth anniversary. Some type of anniversary celebration will be held. Mary Catherine Johnsen of the Hunt Library at CMU is chairing Local Arrangements. Richard Cox, Program Chair, and the Program Committee are planning a conference theme of archival education. The proposed plenary speaker is Luciana Duranti of the University of British Columbia. Papers from this conference may be published in a special issue of the *Journal of Education for Library and Information Science* devoted to archival education.

Fall 1992. We will meet in Buffalo, NY, at the Hyatt Regency, October 29-31. Heidi Ziemer, new Steering Committee Member-at-Large, is also chairing Local Arrangements. David Carmichael is the Program Chair. The program theme under discussion is outreach.

Future sites. Annapolis, Maryland, is being considered for the Spring of 1993. Tim Pyatt reported to the Steering Committee on preliminary local arrangements. Meeting space is still being investigated. Meeting sites for the fall of 1993 and beyond are still being sought. Charlotte Brown reported that the Allentown Hilton called her and would like us to return there in Fall 1993 or later. Charlotte suggested that this or some other location might be considered as a site for a joint meeting with NEA or MAC.

Liability and Insurance Issues. Cynthia Swank and Max Yela met with a representative from Johnson and Higgins insurance brokers to discuss insurance for MARAC. More information on this topic will be included

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STEERING COMMITTEE

in the Treasurer's report. As far as the semi-annual meetings are concerned, MARAC faces liability in the following areas: hospitality suite, child care, tours, receptions, and members traveling to and from committee meetings. This issue continues to be of concern to the Meetings Coordinating Committee. The committee asks that a formal task force be established to further investigate this important issue and to contact other not-for-profit professional organizations for information on how they deal with it.

Fee Schedule. The fee schedule for MARAC semi-annual meeting participants is supposed to be updated and approved each year (usually with the MARAC budget). The new fee schedule was passed out. The only change in the schedule is that the mileage rate has been changed to \$.26 per mile (current federal rate). It was moved, seconded and approved to accept the fee schedule as presented.

4. Secretary's Report.

No report.

5. Treasurer's Report.

Cynthia Swank reported that the income statement contains no surprises except for the large revenue from the Alexandria meeting. Taxes and filing fees have gone up, and we are now paying sales tax in Virginia when MARAC publications are sold to Virginia residents. Tax accounting and payments add a good bit of work to the administrative burden to pay such tiny sums as the \$.14 recently paid to the Commonwealth of Virginia. She pointed out that MARAC money is now in three cash accounts: checking, money market and three certificates of deposit. The money is divided into four funds: current, endowment fund for awards, a reserve fund equal to one year's operating budget, and a surplus fund. We have met our goal of having the equivalent of a year's budget in the reserve fund, and can now move additional revenue to the surplus fund for use in various educational, publication, and outreach projects. To date, the surplus fund has never been used. We will need guidelines on the use of all these funds. The Custer Award Committee has asked for an additional \$100 to cover photocopying and other expenses and has moved the deadline for the submission of publications by members for the Custer Awards back to August 15th. The Treasurer asked the committee to submit a formal request.

Ad Hoc Committee on Liability. A written report was submitted by this committee on a March 8, 1991, meeting with Gerry Logan and Lev Campbell of Johnson & Higgins, insurance brokers in Wilmington, Delaware. Committee members Cynthia Swank and Max

Yela represented MARAC at that meeting. The report details the risk exposures involved in MARAC operations and ways to reduce or share the risk. Cynthia reported that it will be very difficult to find an agent to sell us a policy because we have little property other than our liquid cash accounts. Johnson & Higgins are not interested in any client as small as MARAC, but they suggested three brokers in Wilmington which might be willing to work with us. They thought we should be able to buy a policy for \$1,200 or less.

It was moved, seconded and approved that a task force be formed of Jim Byers, Greg Hunter, Jodi Koste, Cynthia Swank, and Max Yela. Some past local arrangement committee members will be added to the task force. David Carmichael recommended that the task force also investigate the personal liability of officers and whether a policy could be written for several regional groups.

6. Executive Secretary's Report.

A "Summary Report, October 1990 - May 1991, MARAC Executive/Publications Secretary" was submitted by Marsha Trimble. The report included current membership statistics (1077 total; 168 new), mailing list status (up-to-date), publications sales report (including the sales tax situation discussed in the Treasurer's report), and an expense summary. Total sales of publications since October have amounted to \$661.84, including \$478.60 in sales at the Alexandria meeting.

7. Archivist's Report.

Lauren Brown reported that the relocation of the entire Special Collections Division of the University of Maryland at College Park Libraries, including the MARAC Archives, was successfully carried out as planned in January 1991. Service to the archives resumed shortly after the move was completed. Lauren also distributed a revised guide to the MARAC archives reflecting accretions to the collection received in the last year. The written report includes the new address, phone number and hours for the archives.

8. Newsletter Editor's Report.

June 1 is the copy deadline for the next issue of the *Mid-Atlantic Archivist*. The issue is intended to be Ron Becker's last as editor, but he has agreed to stay on until someone agrees to take over the editorship.

9. Standing Committee Business.

a. Nominations and Elections Committee. Lee Stout reported election results from the Committee: Chair, Karl Niederer; Vice-Chair, Jodi Koste; Secretary

(Continued on P. 19)

STEERING COMMITTEE

(one-year term), Janet R. Linde; At-Large Members, Thomas Battle, Diane Windham Shaw, Peter J. Wosh, and Heidi A. Ziemer; Nominations & Elections Committee, Jeffrey M. Flannery, Sharon Bishop Laist, and Carolyn Schumacher; and Arline Custer Award Committee, Diana Lachatanere and Emily Oakhill. A written report from Jim Harwood for the Nominations Committee was presented. There were no comments from the Steering Committee, and the report was accepted as advice for the next committee.

b. Publications Committee. Greg Bradsher reported for the committee that the *Constitutional Issues* symposium volume has been reduced to half-price. There are still 3000 of these in stock. Richard Cox has requested copyright release to publish two pages from two MARAC publications; however, there is no current policy for whether the individual author or MARAC holds copyright on such publications. Occasional Paper #2 has been copyrighted under MARAC's name. Lauren Brown is checking the MARAC archives for evidence of any precedents. In the meantime, Lee Stout proposed that the Publications Committee contact the individuals/organizations involved in Richard Cox's request and that a policy be drafted for the July Steering Committee meeting. The committee also asked that the Steering Committee encourage all members who are presenting workshops or teaching courses to consider using MARAC technical leaflets or other publications where appropriate, and the Membership Committee recommends that they provide their registrants and students with MARAC membership brochures.

c. Membership Committee. New Member Orientation will be held at 8:30 a.m. on Friday in the Newark Room. Officers are asked to attend.

d. Finding Aids Award Committee. Ann Southwell was unable to attend, but has submitted a report that this year's awards have gone to Mike Plunkett for *Afro-American History Sources in Virginia: A Guide to Manuscripts* and to Pamela Kirwan Adams, Alexandra Weil and Roland Baumann for *Guide to the Women's History Sources in the Oberlin College Archives*.

e. Education Committee. A written report from Fred Stielow for the Education Committee was presented. The report contains a proposal that the Education Committee develop a program of information on workshop presentations and attendees and award Continuing Education Units (CEUs) to those who request them for workshop attendance. After much discussion, it was moved, seconded and passed that the Steering Committee approved the concept presented in the documents so long as some language revisions are made in the descriptions of the various workshop

levels and so long as the issue of which workshops will carry the potential for CEUs remains undecided.

10. Business and Forensic Issues.

a. Tax Situation for publications. We have unknowingly been delinquent in payment of sales tax to Virginia and other states for "unrelated business income" when selling MARAC publications to non-members, selling any publications in Virginia, and when collecting income for ads in *maa*. We are not exempt from collecting sales tax. This process has added to the administrative headaches of those individuals (chiefly the Executive Secretary and the Treasurer) who carry out these duties.

b. Executive/Publications Secretary position future. The Steering Committee discussed a memo from Marsha Trimble to Lee Stout regarding the MARAC Executive Secretary responsibilities. After much discussion, it was moved, seconded and approved that a task force composed of David Carmichael, George Tselos, and Margaret Jerrido, be formed. The task force will review a proposal to be drafted by Marsha in which she would continue to handle the professional responsibilities with the assistance of a paid clerical staff person.

c. Long-range planning issues. Having presented an incomplete draft of long-range goals, objectives, actions, and responsible parties to the Steering Committee, the Task Force was directed by the Chair to complete its assignment by mid-June, for consideration by the Steering Committee at its next meeting.

The next meeting of the Steering Committee will be held on Wednesday, July 10 at the Langsdale Library, University of Baltimore, MD.

Respectfully submitted,

Janet R. Linde, Secretary

BUSINESS MEETING

4 MAY 1991

1. The minutes of the Alexandria business meeting were approved as printed.
2. Lee Stout reported the following:
 - a. David Anderson of George Washington University will succeed Ron Becker as editor of the *Mid-Atlantic Archivist*. Ron and Dave will collaborate on the next three issues.
 - b. Letters of protest are being sent to the University of Baltimore on the closing of their Special Collections Department and to the University of Maryland on the threatened elimination of the doctoral program and disassembling of the College of Library and Information Sciences.
 - c. Letters of support are being sent to Congressional leaders in support of the NARA appropriations bill and in support of H.R. 1415, the State Department reauthorization bill which includes provisions for strengthening the scholarly integrity of the *Foreign Relations of the United States* series and promoting declassification of documents.
 - d. Election results were reported from the Nominations and Elections Committee:

Chair: Karl Niederer
Vice-Chair: Jodi Koste
Secretary (one-year term): Janet R. Linde
At-Large Members: Thomas Battle, Diane Windham Shaw, Peter J. Wosh, Heidi A. Ziemer
Nominations & Elections Committee:
Jeffrey M. Flannery, Sharon Bishop Laist, Carolyn Schumacher
Arline Custer Award Committee:
Diana Lachatanere, Emily J. Oakhill

The Chair expressed his congratulations to the winners and the thanks of the entire organization to all those who consented to run for office.
 - e. The MARAC Archives at the University of Maryland are now again available for research and an updated finding aid is available from Lauren Brown.
 - f. The Publications Committee encourages all those who are presenting workshops or who teach courses to consider using MARAC technical leaflets or other publications where appropriate and the Membership Committee recommends they provide their registrants and students with MARAC membership brochures.
 - g. The Custer Award Committee has moved its deadline for the submission of publications by members for the Custer Awards back to August 15th. The two awards are presented at the Fall Business Meeting.
 - h. The Steering Committee approved a motion by the Education Committee that it develop a program of workshops in cooperation with future program committees, track information on workshop presentations and attendees and award Continuing Education Units (CEUs) to those who request them for workshop attendance.
 - i. The Steering Committee discussed with the Marsha Trimble the possibilities for the future of the Executive Secretary position and encouraged the University of Virginia to present a proposal for continued services at the Summer Steering Committee meeting.
 - j. The Steering Committee briefly discussed the Long-Range Planning report but tabled further discussion of actions and implementation to the Summer Steering Committee meeting.
3. Jodi Koste reported on future meetings. Alexandria Meeting: We have received final reports from both Don Harrison, Program Committee and Jim Byers, Local Arrangements. It was MARAC's most highly attended conference to date (399 registrants). Total profit was \$8,655. Don, Jim, Bruce Ambacher and all the program and local arrangements committee members are to be commended.

Fall 1991 Roanoke, Virginia, November 7-9, 1991 at Roanoke Marriott. Gregg Kimball is the Program Chair, and John Straw is Chair of Local Arrangements.

Spring 1992 will be held in Pittsburgh, PA, May 7-9 in the Holiday Inn between the University of Pittsburgh and Carnegie Mellon University. This meeting will mark MARAC's twentieth anniversary. Some type of anniversary celebration will be held. Mary Catherine Johnsen is chairing Local Arrangements. Richard Cox is the Program Chair.

Fall 1992 will be held in Buffalo, NY at the Hyatt Regency October 29-31. Heidi Ziemer is chairing Local Arrangements. David Carmichael is the Program Chair.

BUSINESS MEETING

4. The Treasurer discussed the status of our investigations of liability insurance claims and noted that a Task Force has been appointed to continue this process and to consult with legal counsel. She reviewed the financial statements noting that the Alexandria meeting had netted more than \$8,600 and that at mid-year, our expenses were on budget. For the first time we have paid taxes to the IRS on unrelated business income on MAA advertising revenue and sales of publications to non-members. We are also now paying 4.5% sales tax on publication sales to Virginians and will be paying taxes on all sales at the Roanoke meeting. We have now met our long-standing goal of having a year's budget in the reserve fund and will now move additional revenue to the surplus fund for use in various educational, publication, and outreach projects.
5. Diane Windham Shaw presented the annual Finding Aids Award to two recipients: Michael Plunkett for *Afro-American Sources in Virginia: A Guide to Manuscripts*, and Pamela Kirwan Adams, Alexandra Weil, and Roland M. Baumann for *Guide to the Women's History Sources in the Oberlin College Archives*.
6. Max Yela reported that there were 330 registrants for the meeting including 22 walk-ins. He introduced the members of the Local Arrangements Committee who received the thanks of the meeting for their efforts.
7. Charlotte Brown commented on the work of the Program Committee and introduced the members of their committee who received the thanks of the meeting for their efforts.
8. Gregg Kimball described the program for the upcoming fall meeting in Roanoke, Virginia which will have business, technology and labor records as its theme. John Straw, Local Arrangements chair, presented a slide show on the Roanoke area and its history.
9. Elselyn Palmisano Drucker presented a resolution recognizing the accomplishment of Bernard Bush, Executive Director of the New Jersey Historical Commission upon his retirement which was approved unanimously.
10. David Anderson presented the following resolution which was approved unanimously.:

In order to thank the Local Arrangements Committee for this smashing Prom weekend, we the membership of MARAC offer this resolution in appreciation.

Whereas: the Local Arrangements Committee has made available an easel, canvas and directions to the painterly mill, and;

Whereas: Local Arrangements provided an evening of food, drink and Pre-Raphaelite Art (also known as Virginia before the Lottery);

Whereas: MARAC members can from this day forward call 7914 for a good time, and;

Whereas: the attendees were keyed up to executive levels in search of conversation and high spirits, and;

Whereas: the conferees were provided with nice weather, fine facilities, speedy AV, informative exhibits, gracious hosts and the glamour of a spiral staircase;

Therefore: be it resolved that Max Yela and the members of the Local Arrangements Committee be commended and congratulated for their tireless efforts to secure for the morally uplifted membership a grand environ for the 1991 Spring Meeting.

11. George Tselos presented the following resolution which was approved unanimously:

Whereas MARAC members have gathered here in Wilmington in May 1991 to consider the issues of ethics, security and the law, and

Whereas in the course of the program we have been educated to the distinction between legal deeds and "dirty deeds", and

Whereas we now know that we ought to stay in bed in the morning rather than try to figure out the "fair use" copyright doctrine as applied to manuscripts, and

Whereas after years of hearing about the FBI shredding its potentially important files, we learned from Agent Aiken how the Bureau has helped rescue important manuscript collections from the clutches of super-thief Stephen Blumberg

Now let it be resolved that we MARAC members assembled here at the Business Meeting on May 4th do express our gratitude to Charlotte Brown and her hard-working Program Committee for presenting a series of sessions both informative and provocative which have prompted us all to consider hard ethical choices and difficult security problems.

12. The Chair made some closing remarks on his tenure and passed the container of office records to the incoming Chair.

**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1990/91 FISCAL YEAR
October 1, 1990 to March 31, 1991**

Spring Meeting in Pittsburgh on Archival Education

MARAC will celebrate its 20th anniversary at the Spring 1992 meeting in Pittsburgh, Pennsylvania, May 7th - 9th. The theme will be continuing and graduate education for archivists.

The plenary session will feature a talk entitled "The Archival Body of Knowledge" by Luciana Duranti of the University of British Columbia. The core theme sessions will center on papers by Paul Conway ("Continuing Education and Its Effectiveness in Training the Archivist"), Timothy Ericson ("Present Status and Profile of Graduate Archival Education In North America"), and Frederick Stielow ("Information Technology and Its Implications for Archival Theory, Practice and Education"). There will also be other sessions on topics ranging from the role of the practicum in archival education to a comparison of archival education in history departments and library schools.

The meetings will be held in Pittsburgh, known for its steel industry, 19th century business leaders (the Carnegies, Mellons, and Fricks), the Salk polio vaccine, and Stanley Cup Champion Pittsburgh Penguins. A recent portrait of the city emphasizes its energy and work ethic. Our major industry now is research and education based at the University of Pittsburgh, Carnegie Mellon University, and Duquesne University. Scientific and medical research centers, such as the Carnegie Museum of Natural History, the Allegheny Observatory, and leading medical complexes at the University of Pittsburgh, and businesses, such as Westinghouse, Heinz, and Alcoa, also contribute to research. Pittsburgh is the home of two graduate archival education programs located in the Department of History at Duquesne University and in the School of Library and Information Science at the University of Pittsburgh.

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The city is also rich in archival institutions, including the Archives of Industrial Society and the Archives of Scientific Philosophy (both at the University of Pittsburgh), the archives at the Hunt Institute for Botanical Documentation and the Architecture Archives (both at Carnegie Mellon University), and the collections at the Historical Society of Western Pennsylvania. Oakland, the education and cultural center of Pittsburgh, contains all of these archives and is easily accessible.

The Spring 1992 meeting promises to be a lively and informative gathering where we can also look back on two decades of MARAC accomplishments and plan for the future. For further information, please contact Stephen C. Wagner, Special Collections Department, 363 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260 or phone (412) 648-1245, FAX (412) 648-1245.

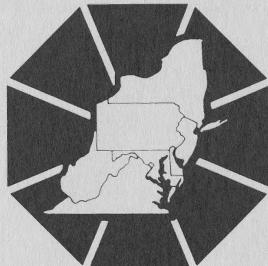
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In the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at \$10 per year) and membership applications should be addressed to: Marsha Trimble, University of Virginia Law Library, Charlottesville, VA 22901. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, FAX (202) 994-1340, Electronic Mail: CC1821A@GWUVM. Deadlines are the first of March, June, September and December.

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